

ASSOCIATE CITY JUDGE

DISTINGUISHING FEATURES

The fundamental reason the Associate City Judge exists is to perform professional judicial duties involved in interpreting and applying the local, state and federal laws. Conducts the hearing of court cases, determines cases which are in the jurisdiction of the Court. This classification non-supervisory. Work is performed independently.

ESSENTIAL FUNCTIONS

Presides over a variety of hearings including criminal misdemeanors, traffic, criminal and civil arraignments, jury and non-jury trials, pre-trial disposition conferences and civil hearings.

Reviews, signs or rejects search warrants; reviews, issues and signs complaints/subpoenas; verifies and reviews materials for the highest level of quality and accuracy.

Conducts interviews for orders of protection and harassment injunctions, and prepares appropriate orders; serves orders to persons held in custody.

Researches legal problems and prepares sound legal opinions; interprets City, State and Federal laws, ordinances, statutes and court decisions; analyzes evidence and data presented in court and applies existing law in the rendering of fair and equitable judgments.

Assists in training pro-tem judges utilized by the City Court and works together toward a common vision to dispense justice equally and fairly.

Determines pleas, motions, and sentencing issues and also decides extended time payment, restitution, revocation or probation, and forfeiture of bond hearings; demonstrates the ability to listen and communicate effectively.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

General law, court procedures, and rules of evidence; the causes and corrective measures of antisocial behavior, principles of civil and criminal law and appeals problems and procedures; and methods of legal research.

Skill in oral communications to conduct court and elicit pertinent information from all parties involved, variety of organizations and groups; determine alternative approaches to problems; conduct research on legal problems and prepare sound legal opinions using independent judgment.

Experience working within a progressive value-based organization coupled with the ability to recommend or implement organizational change, supporting strategies for creating better systems to support all employees at all levels.

Must personify leadership, value diversity, promote shared responsibility and teamwork, and be committed toward continuous improvement strategies in order to meet departmental and City goals and plans.

Attendance and punctuality are essential functions to this position.

Ability to:

Sit in a courtroom setting for extended time periods; and build effective working relationships with court personnel and the general public.

Operate a variety of standard office equipment, i.e., PC, copy and fax machines and telephone requiring continuous and repetitive arm, hand, and eye movement.

Education & Experience

Any combination of extensive experience equivalent to administrative legal work and graduation from an American Bar Association-accredited law school, and admission to the Arizona State Bar. Supplemental course work in sociology, psychology and related social sciences is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified